

## CITY OF LINCOLN

### SENIOR PUBLIC WORKS MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### DEFINITION:

Under direction, leads, oversees, reviews and performs work activities and duties assigned to the Public Works maintenance crews; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

The **Senior Public Works Maintenance Worker** is the advanced journey level and/or lead class responsible for a wide variety of maintenance, construction or operational tasks. Incumbents perform skilled work in the maintenance, repair or operation of streets, sewer and water facilities, parks and buildings and solid waste. This classification is distinguished from the next higher classification of Public Works Supervisor in that the latter has supervisory responsibilities for more than one Public Works service activity and performs the more complex assignments.

#### SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Public Works Supervisor or Operations Manager depending upon area of assignment. Exercises direct and indirect supervision over lower level Public Works Maintenance Worker staff.

#### ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees, reviews and performs the work of staff responsible for maintenance, repair, construction, installation and operational work in streets, water and sewer facilities, parks or solid waste disposal; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance, repair or operational activities; reviews work performed and work quality; participates in the evaluation of assigned personnel.
- Streets: Breaks and removes surfaces; installs and repairs sidewalks, curbs, gutters and fences; digs, shovels, hauls, loads and unloads materials; operates a variety of equipment including jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; identifies and responds to street maintenance problems; operates trucks and other construction vehicles and equipment; oversees the installation and maintenance of City signs, road markings, striping and delineators; paints street lines and crosswalks; prepares reports and forms including time records, equipment records and work orders.
- Water Distribution and Drainage: Constructs and repairs storm conduits, curbs, gutters and drainage facilities; installs, repairs and maintains water mains and lines; conducts maintenance at well sites;

monitors pump stations; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; installs and repairs water service connections, meters and boxes; operates trucks and other construction vehicles and equipment; locates and repairs leaks in water lines; cleans storm drains, flood control facilities and inlets; operates sewer camera and hydrovac; prepares reports and forms including time records, equipment records and work orders.

- Parks and Buildings: Maintains lawns, shrubs, trees and open space; sprays herbicides and pesticides; cuts, sprays and removes weeds; clears brush and debris; plants and maintains landscaped areas; installs, maintains, repairs and programs irrigation systems; cleans and maintains parks and city buildings; performs minor carpentry, plumbing, electrical, painting and remodeling tasks; operates trucks and other maintenance equipment; prepares reports and forms including time records, equipment records and work orders.
- Solid Waste: Operates a variety of collection vehicles and equipment including front, rear and side loaders in the collection and transportation of residential and commercial refuse; drives to landfill site when vehicle is full and unloads material; oversees, evaluates and updates assigned routes; cleans, maintains and inspects solid waste vehicles; prepares reports and forms including time records, equipment records, and route maps and logs.
- Operations: Oversees and makes purchases for Public Works field operations; maintains inventory of stock at Public Works yard; coordinates and oversees purchase of vehicle fuel and vehicle licensing and registration; oversees fleet operations and maintenance; provides administrative assistance to field operations staff.
- Supervises the operation and maintenance of construction and maintenance equipment and/or machinery, including trucks, power tools and heavy equipment; provides training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff.
- Responds to the more difficult questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; assists in the development of budgets in the areas of assignment; assists in the development of work plans, procedures and schedules; responds to after hours call-outs if assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants.

## SENIOR PUBLIC WORKS MAINTENANCE WORKER

Page 3

The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Public Works Maintenance Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction or maintenance of streets, water, sewer collections or parks, or in solid waste operations, and a high school diploma or equivalent.

### **License/Certificate:**

A valid class B California driver's license may be required for some positions.

Reference attached certificate matrix for additional requirements.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

Practices, techniques and materials used in maintenance, construction and repair of streets, buildings, parks and water treatment facilities; knowledge of the City street system; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; operating characteristics and safety requirements for operation of trucks, refuse vehicles and other heavy and light equipment; defensive driving; proper lifting procedures; methods and techniques for record keeping; basic principles of mathematics; occupational hazards and standard safety procedures.

### **Ability to:**

Perform maintenance, repair and installation of asphalt, signs, concrete, water mains and storm drains; work independently; drive and operate trucks and heavy construction equipment; respond to issues and concerns from the community; interpret, explain and apply applicable laws, codes and regulations; operate a variety of construction equipment, vehicles and power and hand tools; perform heavy manual labor for extended periods of time; work at substantial heights; make adjustments to standard operating procedures as is appropriate; Plan, organize and direct the work of subordinate staff; respond to after hours call-outs if assigned; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

## SENIOR PUBLIC WORKS MAINTENANCE WORKER

Page 4

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.

CLASSIFICATION	MINIMUM REQUIREMENTS FOR POSITION	ADDITIONAL PAY(W/APPROVAL)
STREETS/WTR DIST. MW I MW II SENIOR	NONE DO I CDL B AND DO III	<b>CDL B/DO I</b> /SPRAY CERT/TANKER/HAZMAT CDL A- <b>CDL B</b> /SPRAY CERT/ <b>DO II</b> /DO III/TANKER/HAZMAT DO IV/CDL A/HAZMAT ENDORSE/SPRAY CERT/TANKER
WATER QUALITY MW I WATER TECH I WATER TECH II SENIOR	NONE DO I DO II DO III	<b>DO I</b> <b>DO II</b> /BACKFLOW <b>DO III</b> /BACKFLOW/CROSS CONNECT <b>DO IV</b> /BACKFLOW
MECH/SHOP HELPER MECH I MECH II  SENIOR	NONE NONE CDL B/ASE CERTS (2)  FIRE APP CERT/ASE CERTS (5)/CDL A	<b>CDL B</b> /ASE CERT <b>CDL B</b> /ASE CERT/CDL M1/FIRE APP CERT/WELDER CERT ASE CERT (over 2)/CDL A/TANKER/CDL M1/FIRE AP CERT/ WELDER CERT ASE CERT (over 5)/WELDER CERT
PARKS MW I MW II SENIOR	NONE SPRAY CERT BLDG. TRADE/ELEC	SPRAY CERT <b>CDL B</b> /BLDG. TRADE HORTI ARBORIST
REFUSE MW I MW II SENIOR	NONE CDL B CDL B	<b>CDL B</b> /PASSENDER/HAZMAT/TANKER/HAZ. WASTE CDL A/PASSENDER/HAZMAT/TANKER/HAZ. WASTE CDL A/PASSENDER/HAZMAT/TANKER/HAZ. WASTE

CLASSIFICATION	MINIMUM REQUIREMENTS FOR POSITION	ADDITIONAL PAY (W/APPROVAL)
SEWER  WW TECH I WW TECH II	CWEA COL SYS TECH I/CDL B CWEA COL SYS TECH II/CDL B	HAZMAT/TECH II TECH III/HAZMAT ENDORSE
CONSTRUCTION INSP. I INSP. II	NONE AA DEGREE IN RELATED FIELD	<b>AA DEGREE IN RELATED FIELD; BA DEGREE BA OR EQIV DEGREE IN RELATED FIELD CERT OF REGIS.</b>
TRANSIT OPERATOR SR. OPERATOR SUPV.	CDL B W/PASSENGER END. CDL B W/PASSENGER & INSTRUCTOR CARD SAME AS SR.	INSTRUCTOR CARD
AIRPORT MW I MW II SENIOR	NONE CLASS B W/HAZMAT	<b>CLASS B W/HAZMAT</b> CLASS A, TANKER

NOTE: ENDORSEMENTS ON CDL B'S WILL BE CONSIDERED BY THE COMMITTEE FOR ALL ASSIGNMENTS.